

Board of Municipal Utilities
Regular Meeting Minutes
March 6, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:30 PM.

Present: Mr. Abram, Mr. Dzwonczyk, Mr. Rush, Mrs. Schnabel and Mr. Phillips.

Also present: CUE Danielson, Councilmember Kos, Councilmember Fenderbosch, Attorney Rick Goddard, Barbara Paynter (arrived after start of meeting), and Customer Service Clerk Farch.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the February 20, 2018, regular meeting and with no changes, additions or corrections noted, ordered that the minutes stand and be distributed as presented.

Public Speakers

Councilmember Fenderbosch will update Council with total numbers for Sewer Lateral project and clarify the different project deadlines.

Councilmember Kos spoke to the Temporary Ordinance regarding the Board of Municipal Utilities hiring outside counsel. This piece of legislation is there to keep communication open with the Law Director. The current draft includes the ability to hire an Assistant Law Director, chosen by Board of Municipal Utilities, who would then work with the Board of Municipal Utilities.

Correspondence

None.

Expenditures

Following review of expenses dated February 20, 2018, for funds and amounts as follows, Mr. Abram moved, Mr. Phillips seconded, that all be approved and paid per budget:

Water Fund 701	\$	275,177.65
Wastewater Fund 721	\$	231,615.95
MOR Fund 703	\$	181,930.22
MOR Fund 762	\$	291,447.36
LORCO Fund 749	\$	2,714.73
Lateral Loan Fund 765	\$	42,790.00

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips
Nays: None
Motion carried.

Chief of Utility Operations

Mr. Phillips moved, Mr. Abram seconded to confirm the employment agreement between Robert Munro and the Board of Municipal Utilities.

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips
Nays: None
Motion carried.

Reports/Updates

The following reports and updates were made by copy of the meeting's write-up and discussed as noted:

Underground Asset Locator

At its June 6, 2017, meeting the Board approved the job description for the Underground Asset Locator, which was then approved by Council on July 10, 2017. With the approval of wage steps with the Union Agreement, the Civil Service Commission was able to advertise and test for the position in January. Staff interviewed the top five candidates and selected George Caruso, whom has served as an inspector for Avon Lake Regional Water for more than seven years (as a LORCO inspector 1/10 – 11/11 and for our projects since 11/12). Prior to working for us, Mr. Caruso spent nearly 20 years working for various engineering firms on a survey crew, inspecting construction, and drafting. As either we bring in additional inspectors or as the level of on-going construction cuts back, Mr. Caruso will begin taking over locating work. He will begin fulltime, permanent work with Avon Lake Regional Water as an Underground Asset Locator wage step 1C beginning March 5, 2018.

Part-Time, Temporary Inspectors

In order to assure that construction by the five UUI crews working on the 45 sewer separation was proceeding appropriately and according to plan, management temporarily reassigned two staff members from the Water Reclamation Facility (WRF) to inspect the construction. Due to intended startups at the WRF, one of those temporarily reassigned will return to his normal operations. Hence, to maintain appropriate oversight of construction, Dale Mitchell, a former WRF operator and a master plumber, will be temporarily employed by Avon Lake Regional Water at \$26.00/hr. beginning March 5, 2018, to inspect construction. Also, Lindsey Bruce, the former Line Maintenance Leader, will be temporarily employed by Avon Lake Regional Water part-time at \$26.00/hr. beginning March 5, 2018, in order to help with lateral inspections. This will both reduce overtime paid to others and/or allow the Distribution and Collection crew to better focus on other priorities.

Temporary Employee

As per the request by the Board to hold off on permanently filling the Analyst/Assistant position and the suggestion to temporarily fill the position, the CUE is working with Area

Temps and has started training an executive assistant (Dorothy Cooper) to assist until such time as a path forward for the Analyst/Assistant position is determined. Mr. Abram stated that the Analyst/Assistant position should be referred to a work session for further discussion. Mr. Abram said just because the Board authorizes a position job description be created does not mean it has to be filled. He stated that the CUE is responsible for Utility financial matters. Mr. Abram distributed to members the 2017 list of Utility personnel and said we are hiring too many unnecessary employees. At the request and confirmation of the Chairman, the CUE responded that this is a temporary position to help the CUE accomplish several tasks assigned to him by the Board and that the Board will take part in an exercise later this year to help confirm the future organizational structure.

Communications

Since the February 20th Board meeting, *The Press* had a piece about the wastewater rate change.

Project Updates

- *Wastewater Plant:* Raw pumps start up is March 8th. Screens are March 13th. The last two Finals will be online by March 20th. Press building is scheduled for April 20th for substantial completion. The connection to new headworks from the Lake Road Interceptor was completed February 28th.
- *Elyria Interconnection:* The project is being advertised, with a bid opening date of March 9th. The loan application has been submitted to Ohio EPA.
- *SIP:* Additional cost proposals are being solicited for the tower lighting and project closeout documents are being finalized.
- *Curtis Sewer Rehabilitation:* The project is design/specifications are being finalized with the intention for issuing the request for bids in March and award in April.

Lateral Updates

Sewer lateral separation and loan program numbers were updated by this meeting's write-up.

CUE Report and Action Items

On March 1, 2018, the CUE, serving in his role as Chair of the Ohio AWWA Water Utility Council, along with eight other water utilities, met with Ohio EPA to discuss the proposed lead regulations and asset management regulations. On March 8, 2018, the CUE will co-present with the Assistant Chief of Ohio EPA's Office of Financial Assistance regarding our lateral loan program at Ohio's One Water Government Affairs & Regulatory Workshop. Additionally, at the request of the editors, the CUE has submitted a draft feature article regarding our lateral loan program to *Water Finance & Management* magazine for its April edition.

Miscellaneous

LORCO report: Mr. Abram stated that according to Gene Toy, LORCO Executive Director, the first phase of Eaton Crossing subdivision by developer Ryan Homes is underway. It is hoped that approximately 80 houses will be built in 2018. The total number of houses to be constructed is 375. The current tap-in fee for each house is \$8000.00

Public Speakers

Councilmember Kos reviewed that the proposed legislation is to improve communication with the Law Director and to have the Board of Municipal Utilities maintain their independence.

Executive Session

Chairman Dzwonczyk moved, Mr. Rush seconded, to meet in Executive Session at 7:15 PM as allowed by ORC 121.22 to discuss legal matters and to include the CUE, Councilmember Kos, Attorney Rick Goddard and Barb Paynter.

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips per roll-call vote

Nays: None

Motion carried.

The Board reconvened at 9:58 PM.

Mr. Phillips moved, Mr. Rush seconded to authorize John Dzwonczyk as Chairman of the Board to execute a letter to Law Director Lieberman requesting the Law Director file an action for a writ of mandamus to compel the Finance Director to pay the funds authorized by the Board to pay Calfee for personal and professional services rendered.

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips

Nays: None

Motion carried.

Adjourn

As there was no further business, Mr. Abram moved, Mrs. Schnabel seconded, that the meeting adjourn at 9:59 PM.

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips

Nays: None

Motion carried.

Approved March 20, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk